



CERTIFICATE PROGRAMME IN BUSINESS 1972/73

University of Toronto
Division of University Extension

P78-0055
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Certificate Programme in Business 1972/73

Winter Session 1972-1973

- August 1 Last day for new students, both regular and special, to apply for admission.
- September 1 Last day to submit registration forms and pay fees without late fee.
- September 15 Last day to submit registration forms and pay fees with \$10.00 late fee.
- September 30 Last day to submit registration forms and pay fees with \$20.00 late fee. After this date, registration for Winter Session will not be permitted.

First Term

- September 11 Lectures and laboratory classes begin in Certificate Courses and the Faculty of Arts and Science.
- October 6 Last day to change a course.
- October 9 Thanksgiving Day. (All classes cancelled.)
- October 20 Last day to withdraw from a first-term half-course and receive a refund of half the academic fee.
- November 15 Last day to withdraw from a first-term course without academic penalty.
- November 30 Last day for students with supplemental privileges to apply to write the annual examinations.
- December 8 No lectures or laboratory classes after this date.
- December 14-20 First-term examinations.
- December 20 No lectures or laboratory classes after this date.
- December 31 Last day to withdraw from a full course and receive a refund of half the academic fee.

Second Term

- January 8 Lectures and laboratory classes begin.
- February 1 No second-term course may be begun after this date.
- February 11-18 Reading week. (Lectures and laboratory classes will not be held.)
- February 15 Last day to withdraw from a full course, a 'Y' half-course, and a second-term course without academic penalty.
- February 16 Last day to withdraw from a second-term half-course and receive a refund of half the academic fee.
- April 2 Examinations begin in Certificate Courses.
- April 13 No lectures or laboratory classes after this date.
- April 19 Annual examinations begin in the Faculty of Arts and Science.
- May 25 Start of University Commencement.

General Regulations

Application Procedure

Students may return the attached request for application form, or may apply in person at the Division of University Extension, 119 St. George Street, Toronto 181, Monday – Thursday from 9:00 a.m. to 9:00 p.m. and Friday 9:00 a.m. to 5:00 p.m.

A \$10.00 non-refundable application fee must accompany the application together with supporting academic documents.

The final date for submitting applications for admission is August 1. Letters of enquiry are not considered to be applications.

All applicants must give their Social Insurance Number on the Application Form. A student who has no Social Insurance Number, will be obliged to procure one before registering.

Registration

All students must register for courses in each session in which they wish to study. All students should complete the registration form as instructed. The form should be sent with the fees in full to:

Comptroller
215 Huron Street
University of Toronto
Toronto 181, Ontario

Registration in person may be made at 119 St. George Street from Monday-Thursday 9:00 a.m. and 9:00 p.m. and Friday from 9:00 a.m. and 5:00 p.m.

Registration for First Year students in the Diploma Programme in Translation will take place after the results of the examination are received. Registration forms will be sent to each student who is admitted to the Programme. A timetable will be sent at the time of registration.

Requirements for Certificate

To receive credit in a course a candidate must obtain 50% of his final mark. The final mark will normally be made up of a term mark and an examination mark, with the term and examination marks being of equal value or the term mark will not be less than one-third or more than two-thirds of the total mark; To receive honour standing a candidate must obtain an average of at least 80% in the six courses.

The following scale of marks and grades will be used:

A=80-100%

B=70-79%

C=60-69%

D=50-59%

Fail=Below 50%

- 1 A certificate will be granted in *Business* to those who complete six courses with a mark of at least 50% in each course.

Examinations

A candidate who fails to obtain standing in an examination may, at the opening of the session, either make application to re-write the examination on payment of the \$10 examination fee, provided he has successfully completed his term work, or pay the full tuition fee and re-enrol in the course. *If he has a second failure in an obligatory course, he will be refused further registration.*

A candidate who fails to obtain standing in an optional course may, at the opening of the session, either make application to re-write the examination on payment of the \$10 examination fee, provided he has obtained sufficient standing in his term work (60%), or pay the full tuition fee and enrol either, in

- 1 the same option, or
- 2 select a new option.

A candidate who twice fails to obtain standing in his original option, may transfer to a new option, *but if he fails to obtain standing in the new option at the first time of writing, he will be refused further registration.*

A candidate who fails to obtain standing at the first time of writing an option and who then selects a new option and fails to obtain further standing, will be permitted to re-write the new option only once, and if unsuccessful *will be refused further registration.*

A candidate who has *three* failures in the Programme *will be refused further registration.*

Examinations are conducted in April. Candidates who fail in the April examination and who are granted supplemental privileges must make application to write these examinations. The Final Examinations will be written during the day. Examinations will be no longer than three hours.

A candidate will not be admitted to examination unless all fees due have been paid.

Except in very exceptional circumstances, a student will be refused re-admission to the University if he has on two occasions failed to secure the right to advance to a higher year in a programme.

Appeals

A student wishing to appeal to the Senate against a decision of a Committee should consult the Secretary, Division of University Extension, about the preparation and submission of a petition to the Secretary of the Senate.

Fees

First Year students only, except those who completed Grade 13 in 1971, and students previously registered at the University of Toronto.

<i>Application Fee</i> (not refundable)	\$ 10.00
<i>Tuition Fees</i>	\$115.00

Cheques should be made payable to University of Toronto. Post-dated cheques will *not* be accepted. Please *do not* send cash by mail.

Late Registration Fee

Any student who registers after the last date for normal registration is required to pay a late registration fee of \$10 plus \$1 for each day of delay to a maximum of \$20.

Fees are subject to change.

Refund and Withdrawal

In order to become eligible for a refund of fees upon withdrawing from a course, the student must write to the Division of the University Extension and return his registration card for cancellation. He must state specifically the date upon which he last attended lectures in the course.

A student is allowed a maximum of four weeks from the date of withdrawal to give notice. If he fails to follow the above instructions in full the amount of the refund will be reduced proportionately. In case the student neglects to state the date of withdrawal the postmark of his letter will be used as the effective date and requests for further consideration of the amount of the refund will not be considered. *Merely ceasing to attend lectures, or informing the instructor, although it is courteous to do so, does not constitute official withdrawal.*

Schedule of Refunds

WINTER SESSION

Full Courses:

For students withdrawing between the first day of classes and December 31st/
Half of the academic fee

For students withdrawing on or after January 1st/*No refund*

Half Courses:

For students withdrawing in the first six weeks of classes/*Half of the academic fee*

For students withdrawing after the first six weeks of classes/*No refund*

Note: Students who do not write the Final Examination or who withdraw from a course after February 15 of the Winter Session (November 20 for a half-course taken in the Fall Session) except for medical or similar reasons, for which proof must be submitted, will be considered for purposes of re-enrolment to have failed to obtain standing in the course.

Credit will be retained for any half-course successfully completed and dis-credit noted for any half-course failed.

Student Services

Academic Counselling

Students entering the University for the first time should meet with an academic counsellor in the Division of University Extension to discuss their academic programme. Counselling hours are arranged to meet the requirements of each student and are held at 119 George Street. For counselling appointments, telephone 928-2400.

Bookstore Facilities

Books may be purchased at the Textbook Store (corner of Willcocks and Huron) and the Bookroom (21 King's College Circle).

Hours of Service

Textbook Store:	Monday-Thursday	8:45 a.m.-7:00 p.m.
	Friday	8:45 a.m.-5:00 p.m.
Bookroom:	Monday-Friday	8:45 a.m.-5:00 p.m.
	Saturday	11:00 a.m.-5:00 p.m.

Textbooks indicated in this calendar may be ordered from the University Bookstores by telephoning 928-2225. The book will be mailed to you along with an invoice which can be paid by cheque.

Library Facilities

For complete details on Library services, please consult *A Student's Guide to the University Library* which is available on request from the Central Library.

WINTER SESSION 1972-73

Main Library

Monday-Friday	8.30 a.m.-midnight
Saturday	9.00 a.m.- 5.00 p.m.
Sunday	1.00 p.m.-10.00 a.m.

Extension Collection, 47 Queen's Park Crescent

Monday-Thursday	12.30 p.m.-11.00 p.m.
Saturday	9.00 a.m.- 5.00 p.m.
Sunday	1.00 p.m.-10.00 p.m.

Parking

Limited parking is available on the campus. Students are advised to use public transportation if possible.

Admission Requirements

Full details of the University of Toronto undergraduate admission requirements for 1973 are contained in the Undergraduate Admission Handbook 1973-74 available on request from the Office of Admissions, University of Toronto, Toronto 181, and in all Ontario secondary schools. The 1972 requirements follow.

Ontario Grade 13 general requirements:

Entrance to the First Year of the undergraduate courses is offered, depending upon the number of places available, to candidates from Ontario secondary schools who demonstrate good standing, based upon the following evidence:

- 1 Completion of secondary school studies, including a full programme of academic work at the grade 13 level.
- 2 A recommendation by the secondary school last attended regarding fitness for university studies.
- 3 A complete academic report for the three final years of secondary school.
4. Results of standardized tests offered by the Service for Admission to College and University.

Notice to candidates offering certificates other than Ontario Grade 13

The following certificates are usually accepted as equivalent to Ontario Grade 13 although individual subjects cannot be equated. Candidates offering Senior Matriculation programmes from provinces other than Ontario must offer from their final secondary school year a full programme.

Alberta, Manitoba, Nova Scotia, Saskatchewan — Grade 12

British Columbia, New Brunswick — Grade 13 or First Year University

Newfoundland — First Year Memorial University

Prince Edward Island — First Year Course at University of Prince Edward Island

Quebec — Senior High School Leaving Certificate; English Catholic Senior High School Leaving Certificate (5th Year High — Grade 12).

Other certificates as well as C.E.G.E.P. will be considered.

United States, Central and South America

First Year University standing (normally 30 semester hours) in acceptable subjects from an accredited institution. Students with high school diploma and C.E.E.B. Advanced Placement examinations will be considered.

England, West Indies, East and West Africa, Hong Kong

General Certificate of Education, Higher School Certificate or University of Hong Kong Matriculation Certificate showing either passes in five subjects of which at least two must be passed at advanced (or principal) level; or passes in four subjects of which at least three must be passed at advanced (or principal) level. Applicants to the Arts and Science programme must present three subjects at advanced (or principal) level.

India, Pakistan

Bachelor's degree with high standing.

Standardized Tests

Candidates from Ontario secondary schools are encouraged to write the standardized tests offered by the Service for Admission to College and University. Candidates from educational jurisdictions outside Ontario may improve their competitive position by taking the aptitude and applicable achievement tests offered by the Service for Admission to College and University or the aptitude test offered by the College Entrance Examination Board. For information they should write to the Service for Admission to College and University, 151 Slater Street, Ottawa, Canada, or to the College Entrance Examination Board, Box 592, Princeton, New Jersey, 08540, U.S.A.

Mature Students

Students twenty-three years of age or over, residents of Ontario for at least one year, who have a sound academic record, will be considered for admission as mature students upon completion with high standing of one of the Pre-University Courses offered by the Division of University Extension (or an equivalent course). Successful completion of a Pre-University Course does not in itself ensure selection.

English Facility

Candidates whose mother tongue is not English may be required to meet an appropriate standard in a recognized test of English facility such as the University of Michigan English Language Test, the Certificate of Proficiency in English issued by the Universities of Cambridge or Michigan, or the Test of English as a Foreign Language (T.O.E.F.L.). The University of Toronto is a sponsoring agency for the University of Michigan English Language Test and information about the test is sent to any applicant of whom it will be required. Students should write to the Office of Admissions, University of Toronto, for the required arrangements.

Candidates seeking admission on the basis of certificates which are in a language other than English must submit photostatic copies of their certificates, rather than the original copies. Notarized English translations of the certificates must accompany the photostatic copies. When the certificates do not indicate the subjects studied and the grades secured in the individual subjects in the final year, candidates are required to submit certified statements

from authorized officials of the institutions attended, or submit statutory declarations giving the required information. A student who has previously attended a University must submit the following:

- 1 Official transcripts issued by the University or College previously attended, giving in detail the courses completed, with the standing and grades in each. Transcripts or a supporting letter from the Registrar of the University or College must indicate that the candidate has been granted honourable dismissal and is eligible for re-admission to the institution concerned in the session for which he seeks admission to the University of Toronto.
- 2 Official statements or calendars giving full information on the content of the University courses covered by the transcripts submitted.

Admission to Advanced Credit

A student applying for advanced credit shall submit an official transcript of his record for evaluation, together with a description of the course and the name of the author and text used. Under no circumstances will credit be granted in more than two courses in a six-course programme and three courses in a seven-course programme.

CERTIFICATE PROGRAMME IN BUSINESS

The Certificate Programme in Business provides opportunities through part-time attendance to study the basic principles of modern business. The programme is presented at the level of university undergraduate programmes.

The approach to each course is analytical with emphasis upon general principles and theory rather than upon the mastery of specific practical techniques. It is believed that the more practical aspects of the courses may better be provided by business itself, whereas the theoretical analysis and general principles are more properly the function of university instruction.

The Programme consists of six courses in the field of business administration and commerce. Three of these are obligatory, namely: Economics 100, Commerce 100, Commerce 332. The Certificate Programme may then be completed by the selection of three optional courses from the following group: Business Data Processing, Commerce 221F and Commerce 222S, Commerce 300, Commerce 331, Marketing, Personnel, Statistics 222. A student may enrol in a maximum of three courses in any one year, two in the Winter Session, one in the Summer Session. Thus, it is possible to complete the programme in two years. Students should, however, consider carefully the advisability of registering in only one course in their first session of attendance.

Enrolment in each course requires attendance at one two-hour session each week.

Commerce 100, Commerce 331 and Economics 100 are regular courses offered by the Division of University Extension in the Degree Programme in Arts and Science and may generate credits to qualified students in the Arts and Science programme.

Courses of Instruction

Three Obligatory Courses:

COM 100 Financial Accounting

Basic theory and concepts which underlie the preparation of financial statements; development of double entry theory and practice; the accounting cycle from the recording of transactions in double entry form

to the year-end entries and the preparation of financial statements; problems of measuring income.

COM 332 Organizational Behaviour

This course will examine how the interrelationship of tasks, authority positions and the needs of the individual governs effectiveness in organizations. Students will consider specifically problems of interpersonal relations, attitudes, conflict and the management of change. The course will also examine briefly the relationship of organizations to their environments. Assigned reading, case studies and role playing exercises will be used. Limited enrolment.

Prerequisite: COM 100 and ECO 100/102

ECO 100 Introduction to Economics

An introductory analysis of contemporary economic institutions and problems: the theory of production and employment; the role of money and the banking system; governmental monetary and fiscal policy; price determination and the role of competition; foreign exchange rates and finance; and comparative economic systems.

Students must complete successfully Commerce 100 or Economics 100 before undertaking an optional subject.

Three Optional Courses chosen from below:

Business Data Processing

The course is divided into two distinct parts. The first part covers the technology of data processing. Stress is laid on the fundamentals of data processing, special technical terminology peculiar to information processing, and the elements of automatic data processing equipment. Students will be required to programme a computer and run practical exercises. The second part deals with management information systems. In this part, stress is laid on management uses of information.

Text: To be announced.

COM 221F Management Accounting

This course introduces management control through lectures, case discussions and a computerized management game. It examines the following topics: the relationship between cost, volume and profit; variable costing and decision-making; the absorption-variable costing controversy; overhead allocation; job order and process cost systems; and, the use of predetermined costs (estimated and standard costs).

Prerequisite: COM 100

COM 222S Information Systems & Control

The course includes information system theory, control theory and practice, relevant costs, responsibility accounting, and a survey of selected management science techniques. Through case discussions, interrelationships between information and control systems, managerial style and human behaviour are established.

Prerequisite: COM 221F

COM 300 The Legal Environment of Business

The course has two main purposes: to develop an approach to reaching decisions objectively, and to examine how the law, as an institution, accommodates business convenience and social policy. In addition, the

course examines the nature of legal devices that are commonly encountered in the operation of a business. To a large degree the lecture periods take the form of class discussion of cases and of topical matters related to business law.

Prerequisite: ECO 100/102

Co-requisite: COM 221F, 222S (formerly COM 220)

COM 331 Business Finance

The course is designed to develop an understanding of corporate financial behaviour and practice. It proceeds by a combination of lectures and case studies. Topics include capital budgeting, leasing, the financial problems of small business, public financing and underwriting, venture capital, mergers and acquisitions, and the use of surplus funds. In addition, the course reserves some time for discussion of topical matters especially affecting business finance in Canada.

Prerequisite: COM 100 and ECO 100

Marketing

An introduction to the structure of markets, the structure of marketing institutions, and the processes of marketing management. The course is designed to demonstrate how the analysis of markets affects the conduct of distribution and promotional activities and the development of marketing strategies consonant with marketing predispositions. Topics covered include consumer behaviour, market research, product planning, institutional operations, and communications processes.

The Personnel Function

This course is designed to provide an understanding of the activities, systems, and concepts within the personnel function of an organization. This course normally interests persons with responsibilities in personnel administration. All aspects of personnel management are explored with emphasis on relating principles, policies and procedures to specific situations encountered within organizations.

Topics include: organization of personnel, leadership and communication, staffing the organization, employee benefits and personnel services, performance appraisal, training and development, compensation administration, government legislation, organization planning and personnel research.

Text: To be announced

STA 222 General Statistics

Graphs, averages, frequency distributions, elements of probability theory, tests of significance, analysis of variance, regression, applications.

Prerequisite: XII MAT

Prizes and Bursaries

The Business Certificate Alumni Association Bursary

Tenable by a student who has not more than two courses for completion of the Certificate Programme in Business, who demonstrates financial need and, who is not being, or will not be, subsidized by his employer.

Applications are available from the Secretary, Division of University Extension, 119 St. George St., Toronto 181, Ontario.

The Business Certificate Alumni Association Prize

This prize is of the value of \$50.

The Frank Nicholson Beard Memorial Prize

As a tribute to the late Mr. Frank Beard, an Associate Professor in the Department of Political Economy, who lectured in the Certificate Programme in Business for eleven years, and in appreciation of his interest in the students of this programme, and of the scholarship he engendered, colleagues, associates, and students have contributed to the establishment of the Frank Nicholson Beard Memorial Prize.

This Prize, of the value of \$50, will be awarded to the student in the graduating year who stands first in First Class Honours.

Programmes for Associations

Four programmes are conducted by the Division of University Extension for outside organizations. These lead to recognized professional designations. Further details of each programme are available from the appropriate organization as indicated below.

Certificate Course in Administrative Management

The Certificate Programme in Business is a means of preparing for the International C.A.M. (Certified Administrative Manager) programme offered by the Administrative Management Society. The C.A.M. programme requires candidates for the designation to pass a series of uniform examinations and to meet other qualifications of experience, leadership and communication ability and character. Examinations may be taken in April or November after completion of a required course in the Certificate Programme in Business. The amount of additional preparation will vary with each individual. A Study Guide, containing in outline form the subject matter covered by each part of the examination and a list of suggested reference books will be furnished each candidate.

Candidates interested in the C.A.M. programme should contact the Institute of Certified Administrative Managers of Ontario, P.O. Box 5145, Toronto 1, Ontario, for more detailed information, preferably at the time of enrolment in the Certificate Programme in Business.

The Canadian Industrial Management Association

A course in Industrial Management and Administration leading to the designation C.I.M. (Certified Industrial Manager). For information telephone 485-5747.

The R.I.A. Programme

Conducted by the provincial Societies of Industrial Accountants leading to the designation R.I.A. (Registered Industrial Accountant). For information telephone 363-8191.

The Institute of Chartered Accountants of Ontario

Requires university graduation as the basic admission requirement to the programme of study leading to the C.A. designation. Further information may be obtained from the Chartered Accountants of Ontario. For information telephone 927-1841.

**Request for
Application Form**

University of Toronto
Division of University Extension
119 St. George Street
Toronto 181, Ontario
(416) 928-2400

CERTIFICATE PROGRAMME IN BUSINESS

Mr. Mrs. Miss

Surname

First Name

Address

Number and Street

Apt. No.

City

Telephone

Home

Business

Date

Signature

